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23 June 1954

MEMORANDUM FOR: Chief, Plans and Analysis Staff/OP

SUBJECT: Safeguarding of Records

1. Pursuant to the general discussion held in the Office of Personnel Staff Meeting this date, it is requested that your Staff prepare an Office of Personnel Memorandum along the following lines.

a. Effective immediately, only those employees of the Files Section, Transactions and Records Branch, Processing and Records Division (TRB/PRD) will be permitted to enter the vault area of Wing H Curie Hall. No other employees will be permitted to enter that area for any purpose whatsoever. Anyone desiring any information will be required to make a request to the Supervisor, Files Section on Extension [REDACTED]

b. The vault area containing the Position Control records in Wing I will be restricted to as few employees as possible. Only those employees of other Staffs and Divisions that are absolutely necessary will be permitted to enter that area. All Staff and Division Chiefs are requested to submit to the Chief, PRD a list of those employees who must have access to Position Control Records, and the reasons therefor.

2. It is imperative that the issuance of the above OPM be expedited.

[REDACTED]
Chief, Processing and Records Division

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DOCUMENT NO. _____
NO CHANGE IN CLASS ☐
☐ DECLASSIFIED
CLASS. CHANGED TO: TS S C 2011
NEXT REVIEW DATE: _____
AUTH: HR 70-2
DATE 1 JUN 1981 REVIEWER: 029725

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CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

TO		INITIALS	DATE
1	C/PRD 29-150	JSR	29 June
2	C/P PAS		
3			
4			
5	1		

FROM		INITIALS	DATE
1	C/P PAS	BHB	28 June 74
2			
3			

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| <input type="checkbox"/> APPROVAL | <input type="checkbox"/> INFORMATION | <input type="checkbox"/> SIGNATURE |
| <input type="checkbox"/> ACTION | <input type="checkbox"/> DIRECT REPLY | <input type="checkbox"/> RETURN |
| <input type="checkbox"/> COMMENT | <input type="checkbox"/> PREPARATION OF REPLY | <input type="checkbox"/> DISPATCH |
| <input checked="" type="checkbox"/> CONCURRENCE | <input type="checkbox"/> RECOMMENDATION | <input type="checkbox"/> FILE |

Remarks:

Concur - JSR
forward - see that this
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JSR.

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CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP					
TO		INITIALS	DATE		
1	DC/PAS 29-218	<i>[Signature]</i>	25 June		
2	C/PAS	<i>[Signature]</i>	25 June		
3	DC/PAS				
4	C/P				
5					
FROM		INITIALS	DATE		
1	C/PRD	<i>[Signature]</i>	24 JUN 1954		
2					
3					

☐ APPROVAL
☐ ACTION
☐ COMMENT
☐ CONCURRENCE

☐ INFORMATION
☐ DIRECT REPLY
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☐ RECOMMENDATION

☐ SIGNATURE
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